

APPENDIX 3. SAMPLE CONSULTATION ON FEDERAL ADVISORY COMMITTEE

Paragraph 36 prescribes the use the of this form.

CONSULTATION ON FEDERAL ADVISORY COMMITTEE		INTERAGENCY REPORTS CONTROL NO. 0304-GSA-XX	
INSTRUCTIONS: COMPLETE A SEPARATE FORM FOR EACH COMMITTEE		1. DATE OF CONSULTATION	
2. EXACT NAME OF COMMITTEE Aviation Security Advisory Committee			
3. COMMITTEE STATUS <input type="checkbox"/> A. ESTABLISHMENT <input type="checkbox"/> B. REESTABLISHMENT <input checked="" type="checkbox"/> C. RENEWAL <input type="checkbox"/> D. AMENDMENT TO CHARTER			
4. NAME OF AGENCY OR OFFICIAL TO WHOM COMMITTEE REPORTS Associate Administrator for Civil Aviation Security		5. NAME OF AGENCY PROVIDING COMMITTEE SUPPORT Federal Aviation Administration	
6. ESTIMATED DURATION OF COMMITTEE (IN YEARS) ongoing	7. CURRENT OR PROPOSED TERMINATION DATE ongoing	8. ESTIMATED NUMBER OF TOTAL MEETINGS 3-4 per year	9. FREQUENCY OF MEETINGS (PER YEAR) quarterly
10. TYPE OF COMMITTEE <input type="checkbox"/> A. AD HOC <input checked="" type="checkbox"/> B. CONTINUING			
11. PROVIDE A BRIEF STATEMENT COVERING THE COMMITTEE'S SCOPE AND OBJECTIVES OF ITS ACTIVITY. The committee serves as an advisory body and develops recommendations on methods, equipment, and procedures to improve civil aviation security. The committee is a FAA-Government-aviation community venture dedicated to improving the efficiency and effectiveness of the present aviation security system.			
12. DESCRIBE THE DUTIES AND RESPONSIBILITIES OF THE COMMITTEE AND INDICATE IF THE GROUP PERFORMS OTHER THAN ADVISORY FUNCTIONS. The committee provides recommendations to the Administrator on important security issues. The committee serves as a valuable and efficient forum for detailed discussion and the productive exchange of views among members. The committee, composed of approximately 24 members, provides a balanced view representative of the broad range of aviation interests.			
13. WHY IS THE COMMITTEE ESSENTIAL FOR THE CONDUCT OF AGENCY BUSINESS AND IN THE PUBLIC INTEREST? The committee provides FAA with a unique opportunity to obtain outside-FAA concerns, interests, and opinions regarding to the future direction of the aviation security industry. The meetings are also useful for keeping the public informed on security issues that affect them.			
14. EXPLAIN WHY THE ADVICE OR INFORMATION CANNOT BE OBTAINED FROM OTHER SOURCES. Without this committee, neither FAA nor the Department of Transportation could efficiently obtain views and recommendations or information from outside sources for use in its endeavors to ensure the security of the civil aviation transportation system.			
15. DESCRIBE THE AGENCY'S PLAN TO ATTAIN BALANCED MEMBERSHIP. The committee, with approximately 27 members, is representative of the aviation community, industry, consumers, associations, and various Government agencies.			
16. HAVE THE COMMITTEE AND SUBCOMMITTEE MEMBERS BEEN BRIEFED ON CURRENT ETHICS LAWS AND REGULATIONS? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO - EXPLAIN Government and committee members have been briefed on current ethics law and regulations.			

**APPENDIX 3. SAMPLE CONSULTATION ON
FEDERAL ADVISORY COMMITTEE (Continued)**

SECTION B - COMMITTEE COST			
NOTE: Express costs in whole dollars, DO NOT use decimals, K, M, N/A, or leave blank. Indicate "0", if applicable.			
DESCRIPTION		CURRENT FISCAL YEAR (Actual)	NEXT FISCAL YEAR (Estimate)
17.	(1) NON-FEDERAL MEMBERS	\$ 0	\$ 0
A. PERSONNEL PAYMENTS	(2) FEDERAL MEMBERS (Prorated salary)	25,000	24,000
	(3) FEDERAL STAFF (Prorated salary)	9,000	9,000
	(4) NON-MEMBER CONSULTANTS	0	
	(1) NON-FEDERAL MEMBERS	0	0
B. TRAVEL AND PER DIEM	(2) FEDERAL MEMBERS	0	
	(3) FEDERAL STAFF	0	0
	(4) NON-MEMBER CONSULTANTS	0	
	C. OTHER	(rents, user charges, graphics, printing, mailing, etc.)	6,000
D. TOTALS		\$40,000	\$40,000

SECTION C - REMARKS/NARRATIVE RESPONSES	
REMARKS - FOR ITEMS 11-16 (Please indicate item number)	

SECTION D - CERTIFICATION		
SPONSORING OFFICIAL OR DESIGNATED FEDERAL OFFICER	SIGNATURE	DATE
TITLE:		
NAME:		
COMMITTEE MANAGEMENT OFFICER	SIGNATURE	DATE
TITLE:		
NAME:		
OTHER CONCURRING AGENCY OFFICIAL	SIGNATURE	DATE
TITLE:		
NAME:		

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